

Memorandum



Date:

To:

From:

Subject: Fair Labor Standards Action (FLSA) Overtime Exemption Rule

In order to comply with FLSA's updated regulations pertaining to the Overtime Exemption Rule, effective December 1, 2016, identified job basis employees who earn less than \$913 a week (\$47,476 a year) will be considered hourly employees and entitled to overtime pay.

I, _____ acknowledge that I have been advised by my supervisor that I will be considered an hourly employee and entitled to overtime pay until my yearly earnings exceed \$47,476. I further acknowledge that I will comply with the following work requirements, and all other applicable departmental policies and procedures:

- **Work Scheduling/Overtime** – Pay is based on the actual hours worked. Overtime compensation is only granted for authorized hours worked beyond an 8 or 10 hour work schedule/shift assignment.
- **Lunch Break** – Per County practice, lunch breaks (non-paid) will be granted. Lunch breaks typically lasting 30 minutes or 1 hour within a designated time period to ensure staff coverage.
- **Breaks** – Two 15 minute work breaks (paid) will be granted. Breaks will be coordinated and must be authorized by Supervisors. However, unauthorized and/or extended work breaks will result in the deduction of leave and/or possible administrative action.
- **Leave Usage** – All leave requests must receive prior authorization/approval for all hours requested. All leave hours are to be properly charged/deducted from the employee's leave balance(s).

My signature below acknowledges receipt of this document and that I understand the contents noted.

Employee Signature

Date

Supervisor Signature

Date